



STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION
PUBLICATIONS & GRAPHICS BUREAU

TERM CONTRACT

VENDOR

Neighborhood Office
1300 Cedar St
Helena, MT 59601-0900

CONTRACT
NUMBER

138-98-L

CATEGORY

Color Photocopying

DESCRIPTION

EFFECTIVE
DATES

From

July 1, 1997

To

June 30, 1998

COLOR PHOTOCOPYING

ORDERING INFORMATION

CONTRACT
VENDOR

Neighborhood Office
1300 Cedar St
Helena, MT 59601-0900

Phone: 406-443-8550

AGENCY
CONTACT

Mary Pullen

DELIVERY ➤ Within 24 hours.

F.O.B. ➤ Destination

TERMS ➤ Net

REMARKS:

First Year of Contract

CONTRACT VALIDATED BY:

DATE

PUBLICATIONS & GRAPHICS BUREAU
DEPARTMENT OF ADMINISTRATION
920 FRONT ST - P.O. BOX 200132
HELENA, MT 59620-0132

INVOICES SHALL BE FURNISHED IN TRIPPLICATE

COLOR PHOTOCOPYING TERM CONTRACT

Requirements for the period of July 1, 1997 through June 30, 1998.

The intent of this contract is to provide state agencies with an expedited means of procuring supplies and/or services. This contract is for the convenience of state agencies and is considered by the Publications and Graphics Bureau to be a "non-exclusive" use contract. Therefore, agencies may obtain this product/service from sources other than the contract holder(s) as long as they comply with Title 18 MCA and their delegation agreement. The Publications and Graphics Bureau does not guarantee any usage.

For all state agencies, institutions and field offices throughout Helena.

The State of Montana reserves the right to cancel this contract at any point during the term of the contract upon thirty (30) days written notification to the contract holder.

All invoicing and correspondence regarding the contract shall bear reference to the contract number.

A tabulation of transactions relative to the contract shall be furnished by the contractor to the Publications and Graphics Bureau upon request at any time during the contract period.

DELIVERY AND PICK UP: All orders shall be delivered, F.O.B. destination to all state agencies, institutions and field offices throughout Helena, within 24 hours after the receipt of originals. Order pickup service shall be available upon request by ordering agency.

Three or more documented occurrences of late delivery shall be valid cause for cancellation of the contract.

All invoices are to be delivered with order to user agency per order request supplied by user agency.

STOCK: 24# white laser compatible stock.

QUALITY: Good consistent quality required on all photocopies. If the original copy is unsatisfactory, the user agency must be notified prior to photocopies being made.

SIZE: 8-1/2" x 11"

5 to 10 copies: \$.75/copy

11 to 25 copies: \$.75/copy

26 to 50 copies: \$.75/copy

51 to 100 copies: \$.65/copy

101 to 200 copies: \$.55/copy

Maximum copies allowed under contract is 200 per original.

Additional cost to black photocopy side two:

5 to 100 copies: \$.04/copy

101 to 200 copies: \$.03/copy

SIZE: 11" x 17"

5 to 10 copies: \$1.50/copy

11 to 25 copies: \$1.50/copy

26 to 50 copies: \$1.50/copy

51 to 100 copies: \$1.30/copy

101 to 200 copies: \$1.10/copy

Maximum copies allowed under contract is 200 per original.

Additional cost to black photocopy side two:

5 to 100 copies: \$.08/copy

101 to 200 copies: \$.06/copy

Price for standard three hole drill: **No charge**

Price to staple upper left corner only: **No charge**

This contract would specifically exclude any bindery work (other than drilling and stapling), collating with copy other than color copies, or copying on standard toner photocopiers.